

## **Alva Public Library**

### **Photography/Video Policy**

The Alva Library's Photography/Video policy's purpose is to protect the rights of library patrons, and to protect the rights of the library staff. The rules shall apply to the interior and exterior of the building, the pocket park, and all grounds operated by the City of alva and to all persons in or on the premises.

- Individuals (not members of the press) who wish to take pictures in the building need to have permission from the person in charge
- The person in charge will ask about the intended purpose of the picture taking
- The person in charge will request that they refrain from taking pictures of individuals
- The person in charge will alert the individual that it is their responsibility to be cognizant of copyright issues if they are planning to take pictures of materials that are copyrighted
- If it is their intent to take individual pictures, they must have permission from adults to take their picture and from the legal guardian of minors to take their picture
- The person in charge will alert staff to their presence in the building to that staff can keep their "third" eye on what is going on. If staff feels that any abuse of this permission is taking place, or hears complaints from patrons as to the picture taking, the person in charge will be notified.
- At this time, we do not allow non-press or non-library videography in the building
- The library has a permission form for taking pictures of individuals in the building to be used for Library purposes

The Alva Public Library reserves the right to take the appropriate action to ensure compliance with this policy. This policy is used in conjunction with the library's Code of Conduct policy.